

ADMINISTRATIVE
INTERNAL USE ONLY

27 JUN 1973

MISSION AND FUNCTIONS

STAFF PERSONNEL DIVISION

Acts for and on behalf of the Director of Personnel in advisory, supportive, control and approval of personnel staffing and utilization matters throughout the Agency.

Collects projected staffing requirements, informs Recruitment Division, refers selected applicants to components, arranges interviews, medical and security processing and EOD processing for new employees.

Independently screens, selects, processes, enters on duty and assigns all clerical employees.

Reviews and approves for the Director of Personnel-- maintaining equity and uniformity standards among components-- approximately 10,000 personnel actions per year.

Provides reassignment counseling, conducts follow-up and pre-exit interviews and suggests areas of personnel management improvement for consideration by components.

Administers the Agency-wide vacancy notice system.

Monitors component strengths, career service grade authorization, use of development complement, delinquent fitness reports, expiration of leave without pay and reserve appointments.

Operates the Agency applicant correspondence function, maintaining applicant files and transmitting timely, responsive correspondence to all inquiries regarding Agency employment.

Provides centralized administration for military detailees assigned to the Agency and obtains staffing requirements and initiates requests to the Department of Defense to ensure a timely input of military manpower.

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Reviews and approves for the Director of Personnel all Quality Step Increases submitted by components.

Maintains data on Agency manpower staffing in order to provide projections of requirements and attrition.

DELEGATION OF AUTHORITY

The Chief, Staff Personnel Division, approves Quality Step Increases, personnel actions through GS-15, applicant travel for interviews and processing, and EOD travel for selected new employees.

The Chief, Professional Selection Branch, approves invitee travel of applicants and appointment actions initiating processing on new professional and technical applicants.

The Acting Chief, Professional Placement Branch, approves EOD travel of new employees and personnel actions through GS-15.

Each Placement Officer approves personnel actions through GS-15.

The Chief, Clerical Staffing Branch, approves applicant and EOD travel for clericals, approves the appointment of clericals and the assignments of clericals.

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